

Minimum Qualification Specifications
for the Class:

CENTRAL SERVICES MANAGER

Basic Experience Requirement:

Work experience which demonstrated the ability to read, comprehend and apply written directions or a high degree of verbal skill. Graduation from high school, or equivalent, may be substituted for this required basic experience.

Experience Requirement:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the kind, amount and quality described below.

Specialized Experience: Five (5) years of experience in one or a combination of the following types of work: (1) professional, technical, administrative, investigational or other responsible work experience which required the ability to deal effectively with others, business contacts and/or the general public; (2) skilled trades or crafts experience in construction or maintenance projects which require the preparation and/or interpretation of plans, drawings and specifications and the proper observance of safety measures and which demonstrated an intimate knowledge of practices, methods, techniques, materials, costs, equipment and tools used in construction or maintenance projects.

Supervisory Experience: Three (3) years of experience which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees. Such experience must have been in the fields described in Specialized Experience.

Superintendent or Administrative Experience: One (1) year of experience in one or a combination of the following types of work:

1. Experience as a superintendent of a large workforce of skilled crafts or journey tradesworkers, equipment operators, laborers, etc., with responsibility for planning, directing and coordinating a program of building construction or building maintenance and repair. This experience must have included contacts with contractors in the contracting of work; planning for construction, renovation, maintenance and repair; scheduling of work; exposure to various cost factors and building codes and

regulations; problems relating to construction, maintenance and repair; determination and implementation of policies; and budget preparation and execution.

2. Any administrative experience which included active participation in and major responsibility for the development, management, execution and coordination of the following types of activities:
 - a. policy determination and implementation;
 - b. budget preparation and execution; and
 - c. planning, developing, directing and managing of the various operations and facilities.

Substitutions Allowed:

Substitution of Education for Experience: Successful completion of thirty (30) semester credit hours of coursework from an accredited college or university may be substituted for Specialized Experience on a year-for-year basis up to a maximum of four (4) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

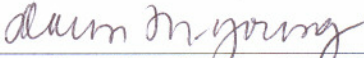
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the class CENTRAL SERVICES MANAGER which was approved on October 27, 1982 and a change in class code from 17.487 to 17.784.

DATE APPROVED: FEB 10 2009



for MARIE C. LADERTA
Director of Human Resources Development